

# Dorking Cycling Club

## Incident Reporting Procedure

### Scope and objective

- 1.1 For the purposes of this document 'incidents' are those which occurred during a club activity and which involves injury, illness or property damage sustained by any party, or where there was potential for injury, illness or damage
- 1.2 This document sets out the procedure to ensure that incidents are adequately documented and reported to ensure that:
  - Causes of incidents are understood, appropriate learnings take place and reflected in Club's risk assessments as appropriate and
  - Insurance cover is not invalidated

### Procedure

- 2.1 Club Members should be made aware of the need to report Incidents promptly to the Welfare office, or in their absence another member of the Committee
- 2.2 Once aware of an incident:
  - a. British Cycling Incident Report Form should be completed by a Committee Member or an appropriate member of the Club <https://www.britishcycling.org.uk/clubs/article/20140514-Club-Resources-0>
  - b. Incidents should be reported to Insurers:
    - i. British Cycling: within 3 days of the Incident using the above Incident Form
    - ii. Cycling UK: informed via their incident line on 0330 107 1789 as soon as possible
  - c. A copy of the Incident Reporting Form should be provided to the Welfare Officer who should maintain a record of all incidents reported
  - d. Welfare officer (or other appropriate Committee Member) should review each incident and assess whether club's Risk assessments or policies should be altered in the light of the incident

### Insurance

#### Club and officials

- 3.1 DCC has 3<sup>rd</sup> party liability insurance from both British Cycling and Cycling UK. In summary, this indemnifies the club and its officials against legal liability for person injury, death and/or property damage arising from their negligence.  
Details can be found on:  
British Cycling: <https://www.britishcycling.org.uk/clubinsurance>  
Cycling UK: <https://www.cyclinguk.org/insurance>
- 3.2 This does *not* cover individual members participating in club activities (see below).

#### Club members

- 3.3 British Cycling provides an Incident Helpline offering legal and insurance assistance to members who have been involved in an incident whilst riding or wheeling their bike. This is available to Race Gold, Race Silver, Ride and Commute Members of British Cycling. Details can be found on.... <https://www.britishcycling.org.uk/membership/article/memst-Incident-Helpline-0>
- 3.4 Club members wishing to rely on their individual legal and insurance benefits should report their incident online or via the Incident Helpline